



UNITED STATES EMBASSY OTTAWA, CANADA
P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5483 FAX: (613) 688-3055

Current Status: PUBLISHED

Location: HALIFAX, CANADA

**PUBLIC AFFAIRS CLERK
VACANCY NUMBER: 11-63**

Today is Wednesday, December 14, 2011

OPEN TO: All Interested Candidates

POSITION: Public Affairs Clerk **Grade:** FSN-6
*FP-8

OPENING DATE: Friday, December 02, 2011

CLOSING DATE: Tuesday, December 20, 2011

WORK HOURS: Full time; 40 hours per week

SALARY: Ordinarily Resident FSN-6 CDN \$41,431
*Not-Ordinarily Resident FP-8

LENGTH OF HIRE:PSA/FMA

**NOTE: ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL
BE CONTACTED.**

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE
CANADIAN CITIZENSHIP OR HAVE THE REQUIRED WORK
AND/OR RESIDENCE PERMITS TO BE ELIGIBLE FOR
CONSIDERATION.**

**The U.S. Consulate in HALIFAX is seeking an individual for employment in
CANADA for the position of Public Affairs Clerk in the Public Affairs
Section.**

BASIC FUNCTION OF POSITION

The incumbent will support the Public Affairs Specialist with the organization and delivery of public affairs events and educational and cultural affairs programs as well as providing the administrative, clerical and technical functions of the Public Affairs Section.

QUALIFICATIONS REQUIRED

**NOTE: All applicants must address each of the six required qualifications
detailed below with specific and comprehensive information supporting
each item.**

- 1. Education:** Minimum two years university education in general studies is required. Please provide a copy of the required educational credentials with your application.
- 2. Experience:** Minimum two years of office work experience involving administrative duties and internet research is required.
- 3. Language:** Level IV (fluent) reading/speaking/writing English is required.
- 4. Knowledge:** The incumbent must possess a general knowledge of U.S. and Canadian governments, history, culture and politics so that they can respond to questions from customers and must have knowledge of social media and software applications including MS Word, Excel and Outlook.
- 5. Skills and Abilities:** The incumbent must be able to operate audio/visual equipment, have good writing skills including experience preparing material for online publications and possess good clerical skills.
- 6. Interpersonal Skills:** The incumbent must possess good interpersonal skills to provide information and answer questions from internal and external customers.

See additional requirement under Selection Criteria

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs), and U.S. Veterans will be given preference. Preference Candidates should clearly identify themselves in the subject line. It is also essential that candidates address the required qualifications above in the application.

When a candidate meets all the advertised requirements of the position (e.g. education, prior work experience, language), but has no knowledge of the internal operating procedures of the section or agency, they may be hired at a Developmental Level.

ADDITIONAL SELECTION CRITERIA

Additional Requirement:

Must have a valid driver's licence

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Candidates must be able to obtain and hold a non-sensitive security clearance

for this position and pass a medical examination.

7. Testing may be conducted to ensure eligibility levels for specified skills and abilities are met.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE; or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION Management Office

TO: U.S. Consulate
1973 Water Street
Halifax, NS B3J 0A9

POINT OF CONTACT: Management Office
Phone:(902) 429-2480

DEFINITIONS

I. U.S. Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see below) at least 18 years of age; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG Agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM3232.2.

II. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex Domestic Partner (as defined in (3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, step-children and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal

guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including step-parents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including step-sisters and step-brothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

III. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside other Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

IV. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

V. Ordinarily Resident (OR) - A Foreign National or U.S. Citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. Citizens, are compensated in accordance with the Local Compensation Package (LCP).

CLOSING DATE FOR THIS POSITION: TUESDAY, DECEMBER 20, 2011

The U.S. Mission in Canada provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPROVAL INFORMATION

Vacancy Number: 11-63

Position Number: P71006

Post: HALIFAX

Date: December 14, 2011

Title: Public Affairs Clerk

Prepared by:merrylp

Clearance 1: Anton Smith, Principal Officer

Signatures: _____ Date: _____

Clearance 2: Janet Hart, HR Manager

Signatures: _____ Date: _____

Vacancy Remarks (if any):

(Note: Vacancy Remarks will not be published on the announcement)